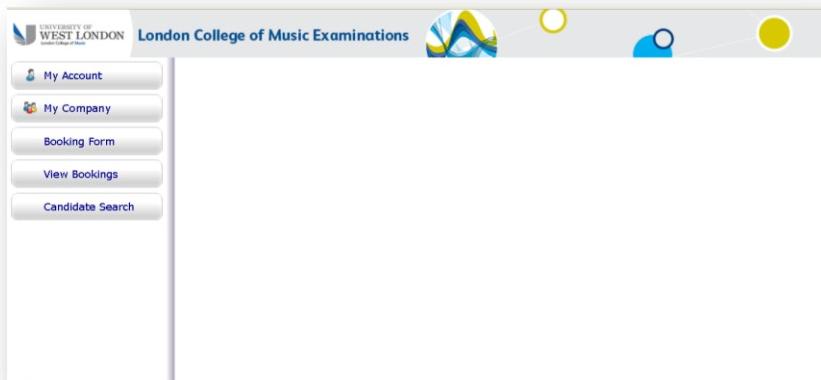


Entering candidates

Open the BOOKING FORM tab



LCM Examinations Booking Form

:: Registration Details

Booker
The booker is financially responsible for any bookings made and will receive notification of exam dates/times and any resulting certificates.

Booker: Joe Bloggs
Booker email:

Teacher
This/these registration(s) will make reference to the teacher displayed below. If this is not the correct teacher, please click the 'Clear Teacher' button and supply the appropriate details

Mr Joe Bloggs

Exam Location
If you are making an entry for a Performance Award, Thesis or Composition exam, please select ENGLAND as the country and LCM EXAMS as the centre.

Country: < Please select a country... >

Please confirm that you agree to abide by the LCM Examinations regulations:

You are automatically listed as the booker and your name is listed as the teacher.

You can remove this if you want by clicking **Clear Teacher**.

Exam Location
If you are making an entry for a Performance Award, Thesis or Composition exam, please select ENGLAND as the country and LCM EXAMS as the centre.

Country:
Session:
Centre:

Select the country, session and centre.

Subject
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.

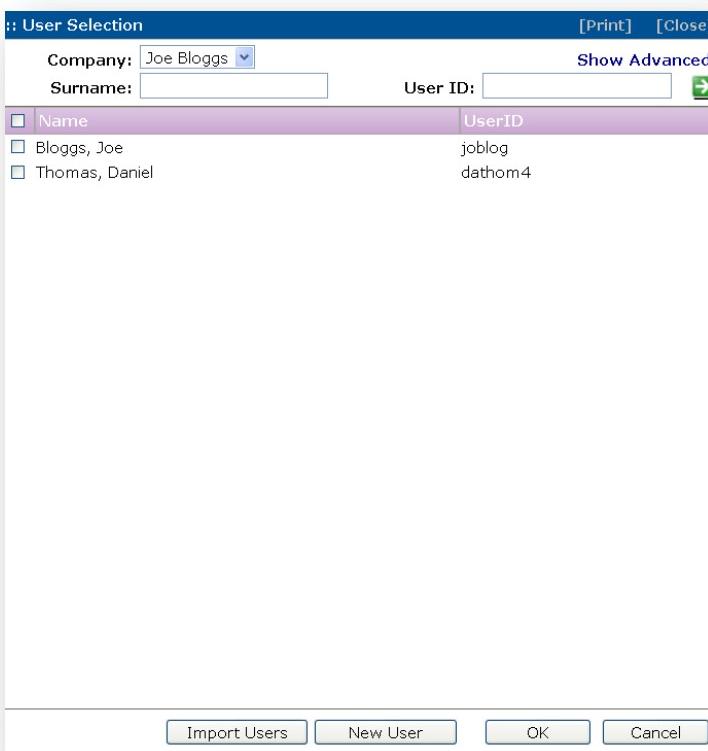
Subject:
Level:

Select the subject and level from the drop-down box and click **Add Entry**.

The subject and level you have chosen will appear, to enter candidates' names, click **Select candidates**.



The User Selection box will open:



This box will show a list of users in your company (company is just a system term that describes a group that includes a teacher and his/her candidates).

You will see a list of names that includes you and all the candidates you have entered in the past.

You can tick their names to enter an existing candidate or click **New User** to add new candidates.

If you have clicked **New User** you will see the Candidate Details page:

:: Candidate Details

Title:

First Name:

Second Name:

Contact Number: (Optional)

Gender:

Is Teacher:

DOB: (dd/mm/yyyy)

Ethnicity:

Unique Learner Number: (Optional)

Disability _____

Do you consider yourself to have a disability? Yes No

If yes, please provide details of your disability below and outline any special requirements e.g. enlarged sight-reading. Documentary evidence must be supplied as soon as possible. We will keep these documents on your file. It is your responsibility to ensure that the details we hold are accurate and up to date. Please contact the

Fill in the new candidate's details.

The only mandatory fields are name, DOB, gender and ethnicity (you can select 'prefer not to say').

You also have to state whether the candidate has a disability.

Mailing Address

Address:

(Optional)

City:

County:

Country:

Postcode:

Forte is the LCM Examinations newsletter and we occasionally send emails containing information about syllabuses, publications and other LCM news.
Please check this box if you do NOT wish to receive either of these.

Email Updates:

No need to fill in address details.

Click **Add**.

The new candidate will now appear (ticked) in the user selection window.

This screenshot shows the 'User Selection' dialog box. At the top, there are fields for 'Company' (set to 'Joe Bloggs') and 'Surname'. Below these are two search fields: 'User ID:' and a 'Show Advanced' button. The main area is a table with columns 'Name' and 'UserID'. It lists four users: 'Bloggs, Joe' (UserID: 'joblog'), 'Smith, Molly' (UserID: 'mosmit6' - this row is highlighted with a grey background), and 'Thomas, Daniel' (UserID: 'dathom4'). A checkbox next to each name is currently unchecked. At the bottom of the dialog are buttons for 'Import Users', 'New User', 'OK', and 'Cancel'.

Click **OK**.

This candidate will now be listed under the chosen subject and level:

This screenshot shows the 'Entries' dialog box for 'Cello - Grade 7'. The 'Candidates Selected: 1' section shows 'Molly Smith' as the selected candidate. There are optional fields for 'NCN Number' and 'Booking Information'. The 'Entry Fee: £72' is displayed at the bottom right. A red cross icon is located in the top right corner of the candidate list area, with a callout pointing to it that says 'If you need to delete one candidate click this cross.'

Enter any date requests in this box

If you need to delete one candidate
click this cross.

If you need to add more candidates for this subject and level you can click **Select Candidates** again.

This screenshot shows the 'Entries' dialog box for 'Cello - Grade 7' with 'Candidates Selected: 2'. It lists two candidates: 'Molly Smith' and 'Daniel Thomas'. Each candidate has an 'Optional' field for both 'NCN Number' and 'Booking Information'. The 'Entry Fee: £144' is shown at the bottom right. A red cross icon is located in the top right corner of the candidate list area, with a callout pointing to it that says 'If you want to delete the subject and level (and all candidates you have entered for it) click this cross.'

If you want to delete the subject and
level (and all candidates you have
entered for it) click this cross.

Subject
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.

Subject: Cello
Level: Grade 7 (£72)

:: Entries
Cello - Grade 7
Candidates Selected: 2

NCN Number	Booking Information
Optional	Special requirements and/or timetable requests

Molly Smith Optional
Daniel Thomas Optional

Entry Fee: £144

Please note, exam bookings will be confirmed once payment is received and cleared.

Sub Total: £144.00
Total: £144.00

Please confirm that you agree to abide by the LCM Examinations regulations:

To enter more candidates for other subjects, select the new subject/level from the drop-down boxes.

Click **Add Entry** again and repeat the process.

To make payment, tick the box to agree...

...and click **Proceed to Payment**.

You will then be taken to the SAGEPAY secure payment page: